



Defense Travel System

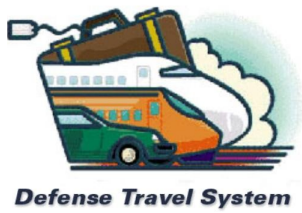
Centrally Billed Account (CBA 2) Reconciliation Module Demonstration System Overview

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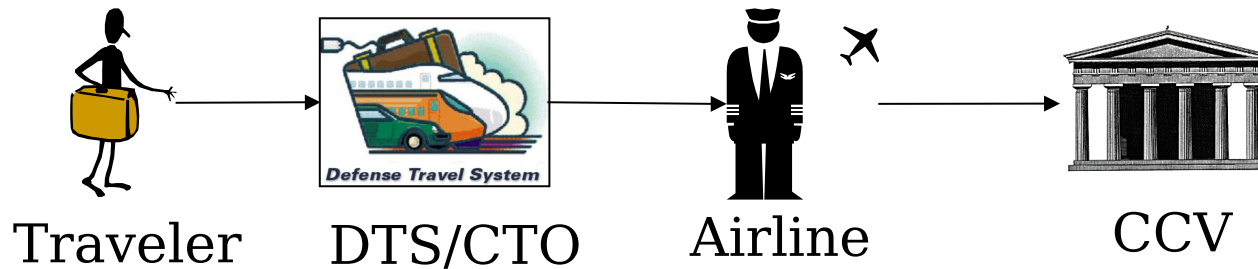
Introduction

- Centrally Billed Account (CBA) module provides the Transportation Officer (TO) the capability to reconcile CBA invoices received from the Charge Card Vendor (CCV) against individual travel transactions in the Defense Travel System (DTS).
- Identifies mismatched transactions, classifies transaction types, and manages transaction status.
- Sends a certified CBA payment invoice to the DoD Electronic Business Exchange (DEBX) which in turn forwards the invoice to the appropriate vendor pay system for payment.

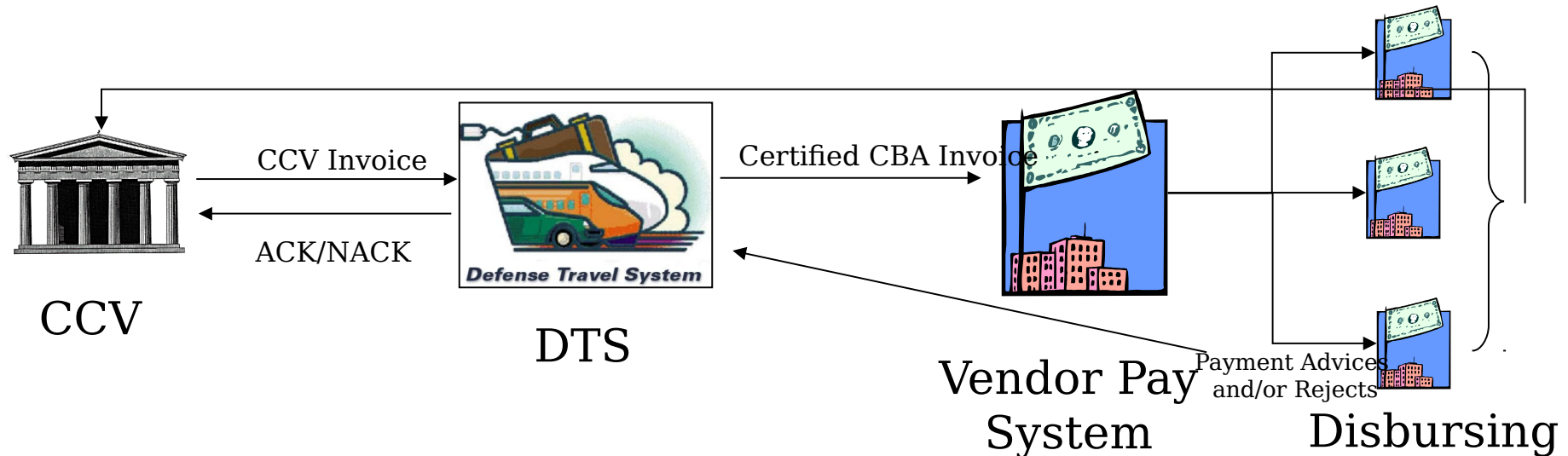


CBA System Architecture

(From a User Perspective)



Payment to CCV





Invoice Type Clarification

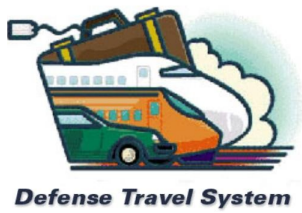
- CCV invoice:
 - ✓ The billing statement received from the CCV for each DoD account.
- CBA Invoice:
 - ✓ The CBA billing invoice after reconciliation with DTS Travel Documents.



DTS Permission Functions

Role / Function	Permission Level
• Traveler / Clerk	0
• DTA Maintenance Tool/View Only Budget	1
• Routing Officials	2
• Budget DTA	3
• Transportation Officers / Central Billed Account*	4
* Account Activation Required	
• DTA:Organization	5
Service	/ Agency
PMO	9
Lead / Finance	6
7	NG
	8

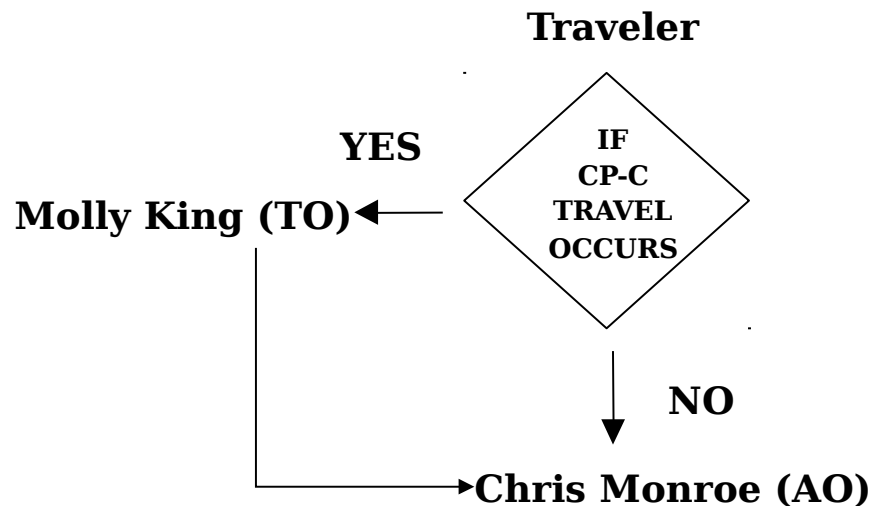
- ✓ Individuals other than travelers typically have more than one permission levels based on multiple roles.



Conditional Routing Travel Mode Route

- An optional Routing List Element which can be added to an organization's routing list to assist in monitoring the use of the CBA.
- If conditions exists, Travel Authorization will electronically route to the TO based on the transportation and/or payment method.

Travel Mode Route Example





Routing List Element (setup by DTA)

Update Routing Element

* Data Required

Routing List Name: 509BWRL

Organization Name: DFCWTA509BWHU

Document Type: *	<input type="text" value="Authorization"/>		
Document Status: *	<input type="text" value="REVIEWED"/>		
Signature Name: *	<input type="text" value="Rueben Gamberini"/>	<input type="button" value="Search"/>	<input type="button" value="Xorg Search"/>
Level: *	<input type="text" value="10"/>		
Process Name:	<input type="text" value="TRAVEL MODE ROUTE"/>		
Travel Mode(s): *	<input type="checkbox"/> CB	<input type="checkbox"/> CF	<input type="checkbox"/> CF-C
	<input checked="" type="checkbox"/> CP-C	<input type="checkbox"/> CR	<input checked="" type="checkbox"/> CR-C
	<input type="checkbox"/> GP	<input type="checkbox"/> TB	<input type="checkbox"/> TP
	<input type="checkbox"/> TV		
	<input type="checkbox"/> CP	<input type="checkbox"/> CV	<input type="checkbox"/> TR
<input type="button" value="Update Routing Element"/>		<input type="button" value="Cancel"/>	



Organizational Routing List

Update Routing List

Routing List Name: 509BWRL

Default Routing List: Yes

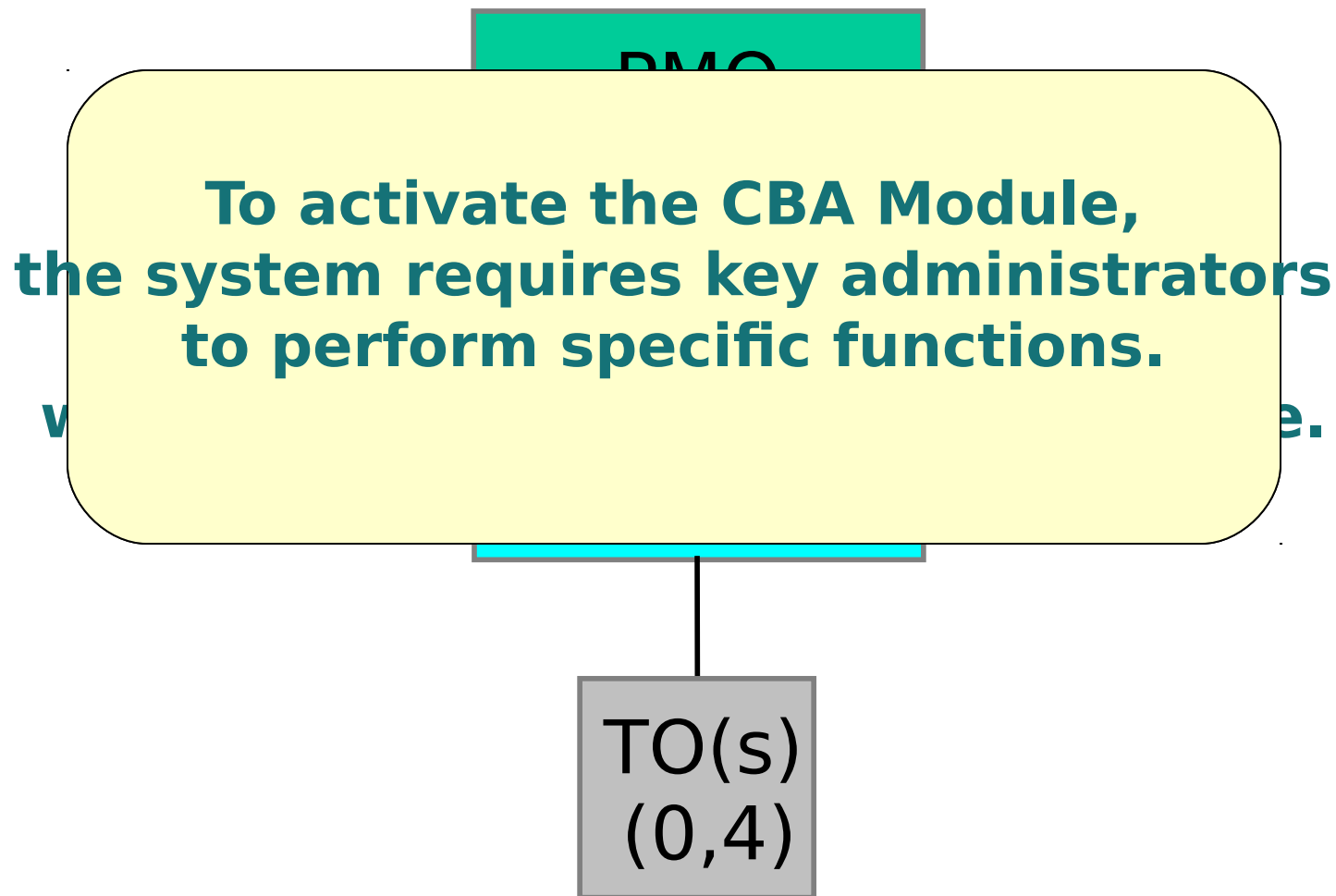
[Add Routing Element](#)

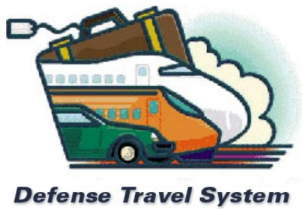
Organization Name: DFCWTA509BWHU

Edit		Document Type	Document Status	Signature Name	Level	Process Name
Update	Remove	Authorization	CTO SUBMIT	**CTO SUBMIT	3	BYPASS PNR
Update	Remove	Authorization	CTO BOOKED	**CTO BOOKED	4	BYPASS PNR
Update	Remove	Authorization	REVIEWED GROUP AUTH	Jenna P Maple-HU	5	TRAVELER NUMBER
Update	Remove	Authorization	REVIEWED	Rueben Gamberini	10	TRAVEL MODE ROUTE
Update	Remove	Authorization	REVIEWED	Mary G Farrell-HU	15	FOREIGN TRAVEL
Update	Remove	Authorization	APPROVED	Kevin Beckman-HU	20	
Update	Remove	Local Voucher	APPROVED	Kevin Beckman-HU	20	
Update	Remove	Voucher	APPROVED	Kevin Beckman-HU	20	
		Save Changes Cancel				



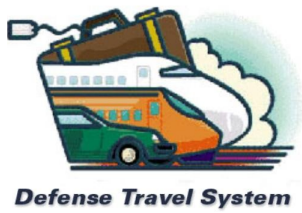
CBA User Roles





CBA Report Types

- When selecting:
 - ✓ Invoice Summary – No detail
 - ✓ Transaction Summary – View some detail by
 - ✓ Transaction Detail – View and edit Status



CBA Data Elements

(Location - Invoice Summary)

Invoice Status: Manages and monitors proficiency

- Provides audit trail displaying the current status
- Applies a history stamp to the invoice as it is processed

Invoice Certification: Determined by current invoice status

- Certify Invoices: Invoice is certifiable
- Certified date: Invoice has been certified
- N/A: Invoice not certifiable



CBA Data Elements

(Invoice Summary)



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Screen ID: 3101.1

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Centrally Billed Account

[CBA Search](#) [Open Invoices](#) [Certifiable Invoices](#) [Acknowledgeable Invoices](#) [Unmatched Invoices](#) [Disputed Transactions](#) [Suspended Transactions](#) [Compliance Report](#)

Invoice Summary

1 - 1 of 1

CCV Invoice #: 000000000395	Invoice Transactions:	Quantity	Amount
Invoice Created: 03/01/2004	Total:	1	\$330.00
Invoice Period End: 02/29/2004	Matched:	1	\$330.00
DTS Retrieved: 03/01/2004	Unmatched:	0	\$0.00
DTS Reconciled: 04/08/2004	Disputed:	0	\$0.00
CBA Transaction Account #: 4486600000000009	Suspended:	0	\$0.00
CBA Prompt Pay Start: 03/01/2004	Invoice Status: Ready for Acknowledgement		
Acknowledgement: Acknowledge Invoice	Invoice Certification: NA		

1 - 1 of 1

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Invoice Status

Invoice Status	Definition
Receipt from CCV	CCV invoice parsed by CCV Parser and put into DTS
Auto Reconciled	Reconciliation process reconciled all the line items on the CCV invoice
Reconciliation Complete	All the transactions on the CBA invoice have matched status
Ready for Acknowledgement	The CBA invoice is ready for Acknowledgement by the TO
Acknowledgement Completed and Waiting Certification	The CBA invoice has been Acknowledged and is waiting for certification
Invoice Certified	The CBA invoice has been certified for payment by the TO
Sent to DEBX	The CBA invoice has been sent to DEBX/DADS for payment
DADS Paid	Positive 820 response received from DADS indicating the CBA invoice has been paid
Archive Submitted	The invoice has been sent to DMDC for archiving
Archive Accepted	Positive response received from DMDC indicating the invoice has been archived
DEBX Translation Failure	Failure 824 response received from DEBX indicating a translation failure
DADS Rejected	Negative 824C response received from DADS indicating DADS rejected the CBA invoice for payment
Archive Rejected	Negative response received from DMDC indicating the invoice has been rejected for archiving
Archive Rejection failure	Failure response received from DMDC indicating a translation failure of the invoice
Locked	All transactions on the CBA invoice are matched and the invoice carries a negative balance



Invoice Status

- To manage and monitor proficiency
- Provides audit trail displaying the current status

- Applies a history stamp to the invoice as it is processed.

Normal Processing	Failure/Rejection
Receipt from CCV Auto Reconciled Reconciliation Complete Ready for Acknowledgement Acknowledgement Completed and Waiting Certification Invoice Certified Sent to DEBX DADS Paid Archive Submitted Archive Accepted Locked Carried Over	DEBX Translation Failure DADS Rejected Archive Rejected Archive Rejection failure Carried Over



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Invoice Status History

Invoice Status History

CBA Invoice #:	0000000000200	Invoice Period Start:	03/20/2004
CBA Transaction Account #:	4486600000000011	Invoice Period End:	04/06/2004
		Start of Prompt Pay Act (PPA) Clock:	04/07/2004

Invoice Status	Date Time
Receipt from CCV:	04/07/2004 16:50
Auto Reconciled:	04/07/2004 16:50
Reconciliation Complete:	04/08/2004 09:55
Ready for Acknowledgement:	04/08/2004 10:03
Acknowledgement Completed and Awaiting Certification:	04/08/2004 10:13
Invoice Certified:Paul Campbell	04/08/2004 10:13
Sent to DEBX:	04/08/2004 10:13
DADS Paid:	04/08/2004 10:53
Archive Submitted:	04/08/2004 11:03

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CBA Data Elements (Cont'd)

(Location - Transaction Summary)

Transaction Classification:

- Each transaction will be given a classification generated by the CBA reconciliation module:
 - ✓ identifies the type of debit, credit, refund or fee
 - ✓ TO cannot change Transaction classification

Transaction Status:

- Current status of the transaction before the TO certification
 - ✓ allows the TO to monitor and correct discrepancies/corrections
 - ✓ TO can modify Transaction Status



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CBA Data Elements (Cont'd)

Transaction Summary

CCV Invoice #: [0000000000201](#)

[Invoice Status History](#)

[Refresh Summary](#)

CBA Transaction Account #:
4486600000000011

1 - 8 of 8

CBA Invoice #:	0000000000201	CBA Transaction Account #:	4486600000000011	Transaction Classification:	Matched Debit
Original Invoice #:	0000000000201	Traveler Name:	Cartman/Kyle	Traveler SSN:	XXX-XX-1115
Ticket #:	0823485789435	TANUM:	ONTQEI	Ticket Amt:	\$370.00
Approving Official:	Sam Damon	Prompt Pay Start:	04/07/2004	Voucher #:	
Days since PPA Start:		AOP Date:		Transaction Status:	Matched

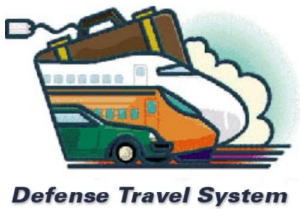


CBA Invoice #:	0000000000201	CBA Transaction Account #:	4486600000000011	Transaction Classification:	Advanced Credit
Original Invoice #:	0000000000201	Traveler Name:	Reed/Lara	Traveler SSN:	XXX-XX-1116
Ticket #:	0823485789436	TANUM:	ONTQEK	Ticket Amt:	\$250.00
Approving Official:		Prompt Pay Start:	04/07/2004	Voucher #:	
Days since PPA Start:		AOP Date:		Transaction Status:	Matched

CBA Invoice #:	0000000000201	CBA Transaction Account #:	4486600000000011	Transaction Classification:	Matched Refund
Original Invoice #:	0000000000201	Traveler Name:	Sierra/Brian	Traveler SSN:	XXX-XX-1112
Ticket #:	0913485789434	TANUM:	ONTQEB	Ticket Amt:	\$210.00
Approving Official:	Sam Damon	Prompt Pay Start:	04/07/2004	Voucher #:	
Days since PPA Start:		AOP Date:		Transaction Status:	Matched

[Group Detail](#)





Transaction Status Mapped To Classification

Transaction Status	Transaction classification
Receipt from CCV (System Generated)	Receipt from CCV
Matched (System Generated) *Can be changed by TO	Advanced Credit
	Fee Credit
	Matched Fee
	Matched Debit
	Matched Refund
	Previously Applied Credit
	Matched Credit
	Wash Debit
	Wash Credit
Unmatched (System Generated) *Can be changed by TO	Amendment Returned
	Amendment Pending
	Duplicate Transaction
	Unmatched Debit
	Unmatched Credit
	Unmatched Fee
	Unmatched Refund
Dispute (TO action required) *Disputes settled outside of the system	Dispute Debit
	Dispute Credit
	Duplicate Dispute
Closed (TO action required)	Transaction Closed / Duplicate Closed
Suspended (System Generated)	Pending Fee Credit / Credit / Refund



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Centrally Billed Account (CBA 2) Reconciliation Module Demonstration System Overview Questions

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